

CONTRACT SUMMARY OF CHANGES FOR AREA PLAN CONTRACT AP-1819

Section	Current Language in Existing Contract	New/Amended Language in New Contract	Reason for Change
Exhibit A Article I.A.4.b.(i)	b. Individuals eligible to receive a home-delivered meal are individuals who are: (i) An older individual who is frail as defined by 22 CCR 7119, and homebound by reason of illness, disability, or isolation. (These individuals shall be given priority).	b. Individuals eligible to receive a home-delivered meal are individuals who are: (i) Frail as defined by 22 CCR 7119, homebound by reason of illness or disability, or otherwise isolated. (These individuals shall be given priority in the delivery of services.) [45 CFR 1321.69(a)].	The new language clarifies the types of individuals who should be prioritized in the delivery of HDM is consistent with the intent per 45 CFR 1321.69(a).
Exhibit B Article II.D.	D. Unless otherwise specified by CDA, the final budget revision must be submitted at least sixty (60) days prior to the ending date of the Contract.	Removed	Requirement is now addressed in Article IV.C. Lettering reordered
Exhibit B Article III.A.7.	7. Program Income must be used to expand baseline services. ARTICLE III. PROGRAM SPECIFIC FUNDS (Continued)	7. Program Income must be used to expand baseline services.	Remove unnecessary language
Exhibit B Article IV.C.	C. The final date to submit a budget revision is April 30 of the Contract period unless otherwise specified by CDA.	C. The final date to submit a budget revision containing allocation transfers is January 15th of the Contract period unless otherwise specified by CDA.	To alleviate constraints affecting timing and number of transfers, which include the CDA Contract and AAA Budget process, the

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			State Budget process, and the Administration for Community Living (ACL) Federal Grant Process
Exhibit B Article IV.D.	No current Language	D. 5. Final budget revision containing line item adjustments may be submitted as necessary, but no later than sixty (60) days prior to the ending date of the contract, and shall not include allocation transfers.	Resolve conflicting contract language and have consistency amongst contracts
Exhibit B Article IV.	No Current Language	H. <u>Equipment</u> Equipment/Property with per unit cost of \$500 or more requires justification and prior approval from CDA. The contractor must submit a detailed listing of equipment purchases in its Area Plan Budget.	Consistency with the State Administrative Manual
Exhibit B Article V.A.	A. The Contractor shall prepare and submit a monthly expenditure report in an electronic format as instructed by CDA by the 30th of each month.	A. The Contractor shall prepare and submit a monthly expenditure report in an electronic format to CDA no later than the last business day of each month or as specified by CDA. The report shall include all costs and funding sources for the month prior.	Clarification

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Exhibit B Article V.B.	B. The Contractor shall submit a monthly expenditure report and a request for funds by the 30 th of each month unless otherwise specified by CDA.	B. The Contractor shall submit a monthly expenditure report and a request for funds to CDA no later than the last business day of each month unless otherwise specified by CDA.	Clarification
Exhibit B Article V.C.	C. Payments will be made to reimburse expenditures reported unless payment method was established as a Request for Funds basis for the contract term at the time of contract execution.	C. Payments will be made to reimburse expenditures reported unless contractor pre-selects an Advance method on CDA 122 at the time of contract execution.	Clarification
Article V. D.	D. During the Contract period, requests to expedite payments shall be reviewed and based on an analysis of the Contractor's need to provide services.	D. Contractor shall be charged \$75 per program fund source for expedited payments to recover the fees charged by the State Controller's Office. CDA may waive the fees on a case-by-case basis as appropriate.	State Administrative Manual sections 8752 & 8755.1
Exhibit B Article V.E.	E. Upon execution of this Agreement, CDA will make monthly payments of Nutrition Services Incentive Program (NSIP) funding to the Contractor during the first month of each quarter.	Remove Language	No longer applicable Subsequent lettering to change.
Exhibit B Article V.	No Current Language	F. The funding balances for July 1 through September 30 will be determined from the Contractor's budget (CDA 122).	To alleviate constraints affecting timing and number of transfers, which include the CDA

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			Contract and AAA Budget process, the State Budget process, and the Administration for Community Living (ACL) Federal Grant Process
Exhibit B Article V.	No Current Language	G. The funding balances for October 1 through February 28 will be based on the contract budget display from the contract amendment until transfers are approved by Administration for Community Living.	To alleviate constraints affecting timing and number of transfers, which include the CDA Contract and AAA Budget process, the State Budget process, and the Administration for Community Living (ACL) Federal Grant Process
Exhibit B Article V.	No Current Language	H. The funding balances for March 1 st (or upon ACL approval whichever is the latter) through June 30 th , will be based on the Contractor's final budget (CDA 122) (i.e., budget submitted with the contract amendment, the January 15 th or April 30 th budget).	To alleviate constraints affecting timing and number of transfers, which include the CDA Contract and AAA Budget process, the State Budget

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			process, and the Administration for Community Living (ACL) Federal Grant Process
Exhibit B Article VI.A.	A. The Area Plan Financial Closeout Report and Report of Property Purchased with Agreement Funds (CDA 32) shall be submitted annually to the CDA Fiscal Team. All contractors must submit to CDA, Closeout Reports as instructed by CDA.	A. The Area Plan Financial Closeout Report (CDA 180) and the Program Property Inventory Certification (CDA 9024) shall be submitted annually to the CDA Fiscal Team. All contractors are required to submit Closeout Reports as instructed by CDA.	State Administrative Manual sections 8650, 8652 & 8660
Exhibit B Article VI.E.	Final expenditures must be reported to CDA in accordance with the budget display in Exhibit B. If the expenditures reported by the Contractor exceed the advanced amount, CDA will reimburse the difference to the Contractor up to the contract amount. If the expenditures reported by the Contractor are less than the advanced amount, CDA will invoice the Contractor for the unspent funds. The invoice is due immediately upon receipt or no later than 30 days from the date on the invoice.	Final expenditures must be reported to CDA in accordance with the budget display in Exhibit B. If the expenditures reported by the Contractor exceed the advanced amount, CDA will reimburse the difference to the Contractor up to the contract amount. If the expenditures reported by the Contractor are less than the advanced amount, CDA will invoice the Contractor for the unspent funds. The payment on the invoice is due immediately upon receipt or no later than 30 days from the date on the	Clarification

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		invoice.	
Exhibit D Article VII.B.	<p>B. Property meeting all of the following criteria is subject to the reporting requirements:</p> <ol style="list-style-type: none"> 1. Has a normal useful life of at least one (1) year. 2. Has a unit acquisition cost of at least \$500 (a desktop or laptop setup, including all peripherals is considered a unit, if purchased as a unit). 3 Is used to conduct business under this Agreement. 	<p>B. Property acquired under this agreement, which meets any of the following criteria is subject to the reporting requirements:</p> <ol style="list-style-type: none"> 1. Has a normal useful life of at least one (1) year and has a unit acquisition cost of at least \$500 (a desktop or laptop setup, is considered a unit, if purchased as a unit). 2. All computing devices, regardless of cost (including but not limited to, workstations, servers, laptops, personal digital assistants, notebook computers, tablets, smartphones and cellphones). 3. All Portable electronic storage media, regardless of cost (including but not limited to, thumb/flash drives and portable hard drives). 	State Administrative Manual section 5001 and the State Information Management Manual
Exhibit D Article VII.E	E. The Contractor shall keep track of property purchased with funds from this Agreement, and submit to CDA	E. The Contractor shall keep track of property purchased with funds from this Agreement, and submit to CDA a	State Administrative Manual section 8651

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	<p>annually with the Closeout, in electronic form, a cumulative inventory of all property furnished or purchased by either the Contractor or the Subcontractor with funds awarded under the terms of this Agreement or any predecessor Agreement for the same purpose. The Contractor shall use the electronic version of the <u>Report of Property Furnished/Purchased with Agreement Funds</u> (CDA 32) to report property to CDA, unless otherwise directed by CDA.</p> <p>The Contractor shall record the following information when property is acquired:</p> <ol style="list-style-type: none"> 1. Date acquired. 2. Item description (include model number). 3. CDA tag number or other tag identifying it as State of California property. 	<p>Property Acquisition Form (CDA 9023) for all property furnished or purchased by either the Contractor or the Subcontractor with funds awarded under the terms of this Agreement, as instructed by CDA. The Contractor shall certify their reported property inventory annually with the Closeout by completing the Program Property Inventory Certification (CDA 9024).</p> <p>The Contractor shall record, at minimum, the following information when property is acquired:</p> <ol style="list-style-type: none"> 1. Date acquired. 2. Item description (include model number). 3. CDA tag number. 4. Serial number (if applicable). 5. Purchase cost or other basis of valuation. 	Clarification

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	<p>4. Serial number (if applicable).</p> <p>5. Purchase cost or other basis of valuation.</p> <p>6. Fund source.</p>	<p>6. Fund source.</p>	
Exhibit D Article VII.F.1.	<p>1. Prior to disposal of any property purchased by the Contractor or the Subcontractor with funds from this Agreement or any predecessor Agreement, the Contractor must obtain approval from CDA for all items with a unit cost of \$500 or more. Disposition, which includes sale, trade-in, discarding, or transfer to another agency <u>may not occur until approval is received from CDA</u>. The Contractor shall email to CDA the electronic version of the Request to Dispose of Property (CDA 248). CDA will then instruct the AAA on disposition of the property. Once approval for disposal has been received from CDA, the item(s) shall be removed from the Contractor's inventory report.</p>	<p>1. Prior to disposal of any property purchased by the Contractor or the Subcontractor with funds from this Agreement or any predecessor Agreement, the Contractor must obtain approval from CDA for all reportable property as defined in Section B of this Article. Disposition, which includes sale, trade-in, discarding, or transfer to another agency <u>may not occur until approval is received from CDA</u>. The Contractor shall submit to CDA a Request to Dispose of Property (CDA 248). CDA will then instruct the AAA on disposition of the property. Once approval for disposal has been received from CDA and the AAA has reported to CDA the Property Survey Report's (STD 152) Certification of</p>	Consistency with State Administrative Manual 8640

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		Disposition , the item(s) shall be removed from the Contractor's inventory report.	
Exhibit D, Article XVIII.B.	<p>B. <u>Encryption of Computing Devices</u></p> <p>The Contractor, and its Subcontractors/Vendors, are required to encrypt data collected under this Agreement that is confidential, sensitive, and/or personal information including data stored on all computing devices (including but not limited to, workstations, servers, laptops, personal digital assistants, notebook computers and backup media) and/or portable electronic storage media (including but not limited to, discs, thumb/flash drives, portable hard drives, and backup media).</p>	<p>B. <u>Encryption of Computing Devices</u></p> <p>The Contractor, and its Subcontractors/Vendors, are required to use 128-Bit encryption for data collected under this Agreement that is confidential, sensitive, and/or personal information including data stored on all computing devices (including but not limited to, workstations, servers, laptops, personal digital assistants, notebook computers and backup media) and/or portable electronic storage media (including but not limited to, discs, thumb/flash drives,</p>	State Information Management Manual

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		portable hard drives, and backup media).	
Exhibit D, Article XVIII.F.	<p><u>F. Contractor Confidentiality Statement</u></p> <p>The Contractor shall sign and return a Contractor/Vendor Confidentiality Statement (CDA 1024) form with this Agreement. This is to ensure that the Contractor is aware of, and agrees to comply with, their obligations to protect CDA information assets from unauthorized access and disclosure.</p>	<p><u>F. Information Integrity and Security Statement</u></p> <p>The Contractor shall sign and return an Information Integrity and Security Statement (CDA 1024) form with this Agreement. This is to ensure that the Contractor is aware of, and agrees to comply with, their obligations to protect CDA information assets from unauthorized access and disclosure.</p>	Form name change
Exhibit E, Article I.A.16 (d)	<p>16. The Contractor assures that voluntary contributions shall be allowed and may be solicited in accordance with the following requirements [OAA § 315(b)]:</p> <p>d. Each service provider will:</p> <p>iv. Establish</p>	<p>16. The Contractor assures that voluntary contributions shall be allowed and may be solicited in accordance with the following requirements [OAA § 315(b)]:</p> <p>d. Each service provider will:</p>	Correct formatting to remove underline from previous contract text

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	<p>appropriate procedures to safeguard and account for all contributions.</p> <p>v. <u>Use all collected contributions to expand the services for which the contributions were given and to supplement (not supplant) funds received under this Act.</u></p>	<p>iv. Establish appropriate procedures to safeguard and account for all contributions.</p> <p>v. Use all collected contributions to expand the services for which the contributions were given and to supplement (not supplant) funds received under this Act.</p>	